| *Until 2000...* | Days left:  85 | Working days left:  56 | Weekends left: 12 |
| --- | --- | --- | --- |

## Message from the State CIO

By October 15, 1999, all State entities are required to submit forms certifying their readiness to continue business in the event of a Y2K disruption.  In the world of information technology, we need to ensure operational recovery and California's Y2K program has made a significant commitment to ensure that from all State entities.  This commitment echoes the message of Governor Davis' Executive Order D-3-99 and assures the seamless delivery of services in order to make the 1999-2000 rollover a non-event.

The Governor has entrusted the DOIT with this responsibility and it is a charge I take very seriously.  I encourage you, the State's employees, to work with your managers to ensure that you have this business continuity plan tested and in place so that services can be confidently delivered before, during and after the century change.

## Letter from the Editor:

*Please note the following:*

- *The web links contained in this newsletter are live, that is, by clicking on them, your browser will launch and the web site will open.*
- *To receive the newsletter by email, please send an email message, with your name, department, title, and email address to Lance.Williams@doit.ca.gov*
- *The newsletter and previous issues are available for download off of the DOIT's Year 2000 Publications web site, under the section titled Y2K Times Newsletter:*
*http://www.year2000.ca.gov/publications/*

## Year 2000 Strategies of the Department of Water Resources

The Department of Water Resources got an early start on addressing Year 2000 problems and issues.  A formal Y2K Project was kicked off in August 1996 by then Director Dave Kennedy.

"Getting an early start was one of the keys to a successful project," says John Vrymoed, DWR's Y2K Project Manager.  DWR approached Y2K as a project whose goal was to ensure that the Department's business of providing products and services would not be interrupted at the turn of the century.  As such, Y2K was not thought of as an "IT problem" to be solely dealt with by the IT group.  All business and support functions were involved by having a "Y2K Lead" assigned in each of the Department's divisions and field offices to ensure compliance.

When asked, Vrymoed listed some other keys to success:

- Support by upper management – Y2K is Project No. 1,
- Recognition that Y2K is a business problem,
- Anticipate the continually increasing standards of due diligence,
- Keep Department stakeholders involved and updated,
- Outreach – do it, it's important, and
- Learn to love those templates.

Vrymoed pointed out his Department's proactive participation in outreach activities, which include numerous workshops, conferences and roundtable discussions.  DWR has given assistance to other departments as well.  Recently, six DWR staff helped the Department of Corrections for two months to complete their Y2K effort.  Also, DWR shared its Y2K expertise in the form of a brochure and web site to assist water entities throughout the State of California in becoming Y2K ready.

## Countdown to CPB Readiness Certification!!!

****REMINDER****

*What is CPB Readiness?*

*Continuity Planning for Business (CPB) Readiness includes those activities that must be performed to ensure an entity's CPB is ready for implementation. Activities include such things as training, testing, resource acquisition, etc.*

There are seven days left before October 15, 1999, the date when CPB Readiness Certification forms are due to Y2K Program Management Office (PMO). State entities must fax a copy of the form to the Y2K PMO at (916) 464-3654 and mail the original to:

> Department of Information Technology
> Y2K Program Management Office
> P.O. Box 1810
> Rancho Cordova, CA 95741-1810

Questions regarding CPB Readiness Certification can be directed to the PMO at (916) 464-3688.

We look forward to receiving your Certification forms on October 15, 1999!

**Note:** The reporting deadline for the week of October 11, 1999 has been changed from 11:00 PM Thursday, October 14, 1999 to 11:00 PM Friday October 15, 1999.

## Y2K Events: Past and Future

- On October 2, your State CIO, Elias Cortez, participated in a Y2K Town Hall Meeting taped by television station KOVR Channel 13, in Sacramento. Scheduled airdate is in early December.

- On October 5, the DOIT presented a Y2K Business Continuity and Emergency Preparedness Conference at the Santa Rosa Rancheria in Lemoore, CA. The Tachi Yokut tribe hosted the event.

- On November 5, California and its neighboring states will convene for a Roundtable session at which they will discuss Y2K issues at the state level.

- On November 8, the DOIT will present a conference that will wrap up a series of primary infrastructure roundtables held in August and September.

- At a recent Legislative hearing, Senator Bowen was left with a high comfort level due to the DOIT's forthrightness about what is and what is not done.

## Industry Roundtable Discussions

In August and September, the DOIT hosted a series of Roundtable discussions that gave representatives of California's four primary infrastructure industries an opportunity to discuss Y2K issues. Each of the four industries (Power, Telecommunications, Transportation, and Water) met in San Francisco, Los Angeles and Sacramento.

The goals of the Roundtable discussions follows:
1. Understand the overall Y2K status and challenges in the corresponding industry, and the potential impacts on the public;
2. Discuss progress toward continuity planning; and
3. Coordinate key messages presented to the public and the methods for message distribution.

Each Roundtable session followed a set agenda: 1) A representative from each attending organization provided overall status on Y2K efforts for their organization, 2) Attendees participated in small group discussions, identifying the Y2K challenges faced by the industry, 3) Attendees convened into the large group to discuss solutions to the challenges, and 4) Action items were assigned, both generally and to specific individuals.
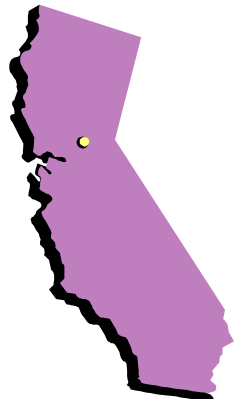
## The Prudent Planner

The Prudent Planner presents State activities and events that you may see or hear about in the foreseeable future.

- Keep virus filtering software current.
- Have your Continuity Plan for Business (CPB) tested and in place by 10/15/99 11:00pm.
- Prepare activities for rollover event.
- Let you managers know if you are able to work on and around January 1, 2000.
- Anticipate increased Y2K contact from stakeholders as we approach key milestones.
- Periodically check the DOIT's Y2K web site for new postings to "Late Breaking News":

  http://www.year2000.ca.gov/general/late_breaking.asp

- Consider measures to counter the effects that the two Hollywood movies based on Year 2000 may have in your organization and community.

## Industry Roundtable  Continued from page 2

**The following challenges were common to all four industries.**

1. Challenges in communications
    A. There needs to be one credible source that can speak for the entire industry.
    B. Public perception needs to be directed; communications must be accurate and consistent.
    C. The public must have more confidence.
    D. There must be an effort to manage misinformation.
    E. There is a need to reduce sensationalism, to make Y2K a non-event.
2. Challenges in industry logistics
    A. There is interdependence on other industries.
    B. Contingencies must be planned between industries.
    C. Consideration must be made to the security of facilities and staff during the rollover event.
    D. There must be consideration made to weather conditions.
    E. "Clean management" must be monitored and enforced.

Individual industry summaries will be presented here in subsequent newsletters.
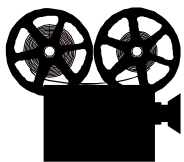
## Don't Let Hollywood Scare You

It has been reported that Hollywood has made two Y2K disaster movies.  The DOIT does not consider this trivial because the influential, larger-than-life movies of Tinseltown can mislead viewing audiences on the probability that farfetched circumstances will actually occur.

Experts agree that the most significant Y2K objective for the remainder of 1999 will be to reduce misinformation about Y2K, to educate the populace about what is actually expected to occur – and, ultimately, to promote Y2K as a non-event.

Therefore, it is important to communicate accurate messages regarding the State's technological preparedness. Given California's success in its remediation efforts, the high comfort level that DOIT has created with the Legislature, and the fact that both have received little-to-no bad publicity, the DOIT takes Hollywood's version of Y2K with bemused resignation.

However, in an effort not to take itself too seriously, DOIT has come up with some suggestions for what Hollywood might call its "disaster" movies (oooo, we're so scared): "Y2K: The Non-Event," "Y2Kpocalyse Now," "The Bug That Came Through the Trap Door," "Star Wars 2000: May the Four (as in digits) Be With You."

If you would like to share some of your ideas for movie titles, send them to Lance.Williams@doit.ca.gov.

## Y2K's Effect on Specific State Services

Specific questions should be directed to your department's Y2K project manager or to the State's Y2K Program Management Office at: Project.Office@emc.ca.gov. The Y2K PMO will be glad to answer any questions you may have and may address your concerns in subsequent newsletters.

## Y2K Definitions

**Y2K Ready** – A computer system or application that has been determined to be suitable for continued use into the year 2000 even though the computer system or application is not fully Year 2000 compliant

**Y2K Compliant –** The ability to:
1. Handle date information before, during, and after January 1, 2000, including, but not limited to, accepting date input, providing date output, and performing calculations on dates or portions of dates.
2. Function accurately and without interruption before, during, and after January 1, 2000, without any change in operations associated with the advent of the new century.
3. Respond to 2-digit-year-date input in a way that resolves the ambiguity as to century in a disclosed, defined, and predetermined manner.
4. Store and provide output of date information in ways that are unambiguous as to century.
5. Accurately determine and process 2000 as a leap year.

**Certification Letter –** A letter signed by the Agency/Department Director confirming Year 2000 compliance or readiness, or stating the acceptable degree of Year 2000 non-readiness.

## Interesting Reading

The following are paths to interesting web sites.

- September 22, 1999 – United States Senator Robert F. Bennett's "Investigating the Year 2000 Problem: The 100 Day Report":

  http://www.senate.gov/~y2k/documents/100dayrpt/

- Disaster Preparedness for Special Needs and Vulnerable Populations: The Collaborative Approach:

  http://www.PrepareNow.org

- The Year 2000 Problem Site Exclusively Designed for Women: What Every Woman Needs to Know and How to Keep Herself and Her Family Safe

  http://www.y2kwomen.com/

## Comments and Questions

If you have any comments or questions regarding this newsletter, or any of its contents, please contact Lance.Williams@doit.ca.gov, or call (916) 445-7020.

## Web Sites for More Government Y2K Information

| | |
|---|---|
| California Year 2000 web site | http://www.year2000.ca.gov |
| Governor's Office of Emergency Services | http://www.oes.ca.gov |
| Federal Y2K web site | http://www.y2k.gov |
| County information | http://www.csac.counties.org/counties_close_up/county_web/index.html |
| City information | http://www.cacities.org/cities_online/cities_online.asp |
| United States Information Agency | http://www.usia.gov |

*Please reduce, reuse, recycle*